

## CAREER DEVELOPMENT PORTION

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

\_\_\_\_\_

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CAREER DEVELOPMENT PORTION

Check Box option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: \_\_\_\_\_ SOLDIERS SIGNATURE: \_\_\_\_\_

## CAREER DEVELOPMENT PORTION

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

## CAREER DEVELOPMENT PORTION

Check Box Option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

Check Box option

RECORD OF INTERVIEW / COUNSELING / OTHER ACTION:

DATE: Drop Down Box TYPE OF INTERVIEW: \_\_\_\_\_

DISCUSSION / COMMENTS / RECOMMENDED ACTION / RESULTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERVIEWERS SIGNATURE: Electronic Signature SOLDIERS SIGNATURE: Electronic Signature

# RETENTION / SPONSORSHIP DATA CARD

SOLDIERS NAME: \_\_\_\_\_

GENERAL INFORMATION (to be completed by FTUS at time of enlistment)

(USE PENCIL ONLY)

SSAN: \_\_\_\_\_ Rank: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: Drop Down Box Zip: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Spouse First Name: \_\_\_\_\_

Number of Children: Drop Down Box Date of Enlistment: Drop Down Box ETS: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone ( ) : \_\_\_\_\_

Unit Assigned: \_\_\_\_\_ Sponsor's Name: \_\_\_\_\_

Enlistment Options: \_\_\_\_\_

----- Initialed by interviewee and interviewer -----

Check Box option on all

## UNIT FTUS DUTIES (Completed prior to first drill)

- ☐ Welcome the new soldier to the unit.
- ☐ Discuss the time and location of next drill/Drill Card.
- ☐ Provide an emergency telephone number.
- ☐ Offer transportation to the first drill.
- ☐ Meet new soldier's family, if possible.
- ☐ Discuss the first day's scheduled events.
- ☐ Conduct OPSEC Briefing.
- ☐ Discuss stripes for buddies program.
- ☐ Copy of Drill schedule.

Check Box option on all

## CLERK DUTIES (Completed prior/during first drill)

- ☐ Finance records and procedures for pay & incentives.
- ☐ Personnel Records.
- ☐ Review Emergency Data Card and information.
- ☐ ID Cards.
- ☐ Retirement Record.
- ☐ Explain SGLI options.
- ☐ Initiation of Health records.

Check Box Option all

## SUPPLY SERGEANT DUTIES (First Drill)

- ☐ Individual Clothing requisitioned.
- ☐ Organizational clothing issued.
- ☐ Issue Weapons and Gas Mask cards.

Check Box Option on all

## PLT SGT/1SG DUTIES (Completed 1st Drill)

- ☐ Make the soldier feel welcome.
- ☐ Explain responsibilities of a soldier.
- ☐ Explain personal appearance standards.
- ☐ Explain military rank structure and courtesy.
- ☐ Review History and Mission of Unit.
- ☐ Explain alert notification procedures.

Check Box Option on all

## UNIT RETENTION NCO DUTIES

- ☐ Explain unit retention NCO responsibilities.
- ☐ Explain annual career interviews/counseling.
- ☐ Review enlistment options/incentives.

Check Box option on all

## UNIT SPONSORSHIP DUTIES (Completed during first drill)

- ☐ Contact the new soldier prior to drill.
- ☐ Meet the new soldier at the front door.
- ☐ Provide new soldier a tour of the armory.
- ☐ Stay with new soldier during first drill.
- ☐ Help make soldier feel welcome and excited.
- ☐ Answer any questions that arise.
- ☐ Accompany and introduce to the remaining personnel.

Check Box option on all

## TRAINING NCO DUTIES (Completed during first drill)

- ☐ Explain duty assignments.
- ☐ Soldiers' manual, SDT materials.
- ☐ Explain correspondence courses.
- ☐ Explain NCOES requirements.
- ☐ Explain Recruit Training Program.

Check Box Option on all

## PLT LDR/CO DUTIES (First drill)

- ☐ Welcome the new soldier during a formation.
- ☐ Review responsibilities of ARNG membership.
- ☐ Review features of belonging to the ARNG.

Check Box Option on all

## FIRST LINE LEADER'S DUTIES (Completed 1st drill)

- ☐ Welcome to the squad/section.
- ☐ Explain responsibilities and mission of section.
- ☐ Explain duties as a member of the squad/section.
- ☐ Obtain personal data for squad book/roster.
- ☐ Introduce to other soldiers in the squad/section.
- ☐ Encourage recruiting referrals.
- ☐ Accomplish orientation interview.

DATE OF REVIEW: Drop Down Box

SOLDIER'S SIGNATURE: Electronic Signature

CHECKLIST REVIEWED BY: Electronic Signature  
(1SG at completion of 1st drill)

## INTERVIEW / COUNSELING SCHEDULE

TYPE	WHEN	WHO	Recorded On SDNG Fm 80-1
Orientation Interview	First Unit Drill	FLL	YES
Recruiting Training Interview	4 Months after enlistment	FLL	YES
Pre IADT Interview	1 month prior to BCT/AIT	FTUS	YES
Post IADT Interview	1st month back from BCT/AIT	FTUS	YES
*Career Development Interview	Annually	FLL	YES
Family Interview	As needed	ANY	YES
Soldier requests transfer	As needed	CO	YES
Employer Interview	As needed	ANY	YES
**Extension Interview	6 months prior to ETS	FLL	YES
**Extension Interview	3 months prior to ETS	ANY	YES
**Extension Interview	60 days prior to ETS	ANY	YES
**Extension Interview	30 days prior to ETS	ANY	YES
Absent w/o leave Counseling	Immediately	FLL	YES
Unscheduled Interviews	As needed	ANY	YES

(\*Career Development Interviews are required for E-1 through E-7).

(E-1 through E-4 Annually - Enlisted Anniversary).

(E-5 through E-8 Annually - 1st NCOER Semi-Annual Counseling).

(\*\*Extension Interview process stops upon soldier's extension).

### CODES:

FLL = First Line Leader

PLT LDR/CO = Unit Commander

FTUS = Full-Time Unit Support Personnel

ANY = First Line Leader / Supervisor / Platoon Sergeant / First Sergeant  
Platoon Leader / Unit Commander / any "Leadership" as applicable.

### REFERENCE

SDNG Form 80-1 Retention/Sponsorship Data Card

(Oct 1994)